

FUNCTIONS

Instructional Services Branch

The Chief, Instructional Services Branch, under the general direction of the Chief, Support Staff, shall:

1. Operate the OTR Library; obtain material appropriate to the support of training courses and instructors; and provide library research and compilation services.
2. Develop, construct, acquire, and maintain, audio and visual aids equipment, materials and supplies for OTR and provide consulting service for OTR personnel in the application, operation and techniques of such training aids and devices.
3. Provide for the editing, reproduction and distribution of OTR internal training publications; the distribution of Agency training type publications; and the reproduction and distribution of OTR regulatory material.
4. Furnish guidance, when requested, to corresponding activities of the Field Training element.